



**Purchasing Service Agreement  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.:** 17  
**AGENDA DATE:** Thu 01/12/2006  
**PAGE:** 1 of 2

**SUBJECT:** Authorize negotiation and execution of a 12-month service agreement with BRAD NORTON, Austin, TX, for a part time Hearings Officer to preside over alarm permit hearings for APD and to adjudicate claims against City Utilities regarding their policies, actions and/or decisions, in an amount not to exceed \$100,000, with three 12-month extension options in an amount not to exceed \$100,000 per extension option, for a total agreement amount not to exceed \$400,000.

**AMOUNT & SOURCE OF FUNDING:** Funding in the amount of \$63,333 is included in the Fiscal Year 2005-2006 Amended Operating Budget of Austin Energy. Funding in the amount of \$3,333 is included in the Fiscal Year 2005-2006 Approved Operating Budget of the Austin Police Department. Funding for remaining four months of the original contract period and the extension options is contingent upon available funding in future budgets.

**FISCAL NOTE:** There is no unanticipated fiscal impact. A fiscal note is not required.

**REQUESTING** Purchasing  
**DEPARTMENT:** for Police; Austin  
Energy;

**DIRECTOR'S  
AUTHORIZATION:** Vickie Schubert

**FOR MORE INFORMATION CONTACT:** Mick Osborne, Sr. Buyer/974-2995

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** N/A

**PURCHASING:** Best proposal of five proposals received.

**MBE / WBE:** This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

---

This contract is for the services of a part time Hearings Officer to adjudicate complaints from customers based on the actions, policies and/or decisions of the City's utilities-Austin Energy, Austin Water Utility, Solid Waste Services, and for alarm permit hearings for the Austin Police Department (APD). The City Utility Service Regulations require customers' complaints to be heard and adjudicated in a fair, impartial, and equitable manner within a reasonable time frame. APD will utilize the Hearings Officer to hear complaints from persons who are billed by APD for false alarms originating from residences and commercial establishments.

A review panel evaluated the proposals based on credentials, background, demonstrated applicable experience, writing sample, references, and total evaluated cost. The review panel consisted of staff from Austin Energy, Austin Water, Law, Police, and Purchasing.

MBE/WBE solicited: 1/1

MBE/WBE bid: 0/0



**Purchasing Service Agreement  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 17  
AGENDA DATE: Thu 01/12/2006  
PAGE: 2 of 2**

**PRICE ANALYSIS**

- a. Adequate competition
- b. Eleven proposals were issued, including one MBE and one WBE. Five proposals were received with no MBE/WBE firms responding. One proposal was deemed non-responsive.

**APPROVAL JUSTIFICATION**

- a. Best proposal received.
- b. Austin Energy, Austin Water Utility, Solid Waste Services and APD concur with the recommend award.
- c. Advertised in the Austin American Statesman and on the Internet.